

Career Opportunity Candidate Guidebook

Our Hiring Process

We welcome all candidates to consider us as your future employer! In order to be considered we ask that you complete our on-line application, which will require an email address, so we may communicate with you during the process. Applications will be accepted for identified open positions, so long as applications are received by Human Resource Solutions before the posting is closed. Please note that we do not have formal closing dates for our positions, but rather when the hiring manager has a sufficient applicant pool to move forward. You must identify a specific position(s) for which you wish to be considered. Once you have submitted your on-line application you will receive an automatic email confirmation of your submission. When your application has been reviewed, if you are considered to be a leading candidate, the hiring manager or a District representative will contact you directly.

For questions regarding our hiring process, please call Human Resources at (561) 682-6365. Thank you for considering South Florida Water Management.

Search for New Job Openings

1. From the main page, you can select 'Search openings' to view new job listings without logging in.
2. You can leave all fields blank to view all vacancies. Or to narrow your search, type in keywords, location and or the date posted to view the latest job postings.
3. A list of available positions will display as seen here.
4. Click on the ReqID number to view the position details.

Auto req ID	Job Title	Organization	Location	Date updated
15BR	ADMIN ASSISTANT - SR	WM4304320 - WATER USE REGULATION DIVISION	WPB Adm Headquarters (B1)	16-Dec-2008
172RB	SCIENTIST 3 - HYDROGEOLOGIST	WM4304322 - UPPER EAST COAST/LAKE OKEECHOBEE	WPB Adm Headquarters (B1)	16-Dec-2008
188B	BUS MGMT ANALYST - SR STAFF	OMS105102 - BUSINESS PROCESS SECTION	WPB Adm Headquarters (B1)	16-Dec-2008
208B	FISCAL TECHNICIAN - SR	CR6206235 - ACCTNG & FINANCIAL SERVICES DIVISION	WPB Adm Headquarters (B1)	16-Dec-2008
228R	ADMIN ASSISTANT - SR	CR6306360 - BUSINESS APPLICATIONS SECTION	WPB Headquarters (B1)	11-Dec-2008

Viewing Available Positions

1. When the position description displays, you can apply for the position, send it to a friend or save it to a cart.
2. When you select Apply Now, you are prompted to log in or create a new user account.
3. To send to a friend, select 'Send to Friend' and fill out the email form and hit 'send email'.
4. To save the job to view later, select 'Save to Cart'. You will be prompted to log in or create a new user account. The next time you visit the site, you'll be able to view the position if it's still available.

Creating A New Account

You can create a new account from the main home page or when viewing available positions. Click on 'Create a New Account' link on either page to start the process.

Username: type in your email address

Password: 8 characters with a mix of numbers, letters (upper and lower case)

Select a security question and the correct answer.

Select 'Create'.



Create login

Enter your username and choose a password which will enable you to log in and access your information in the future. If you have an e-mail address, we recommend using it for your username. Select a security question and enter your answer. This information will be used to authenticate your identity in case you forget your password.

Username E-mail address or any unique string

Password [Password security tips](#)

Re-enter password

Select a security question What is the name of your first school?

Answer to your security question

Username guidelines

- Your username can be a combination of alpha and numeric characters.
- Your username must not include spaces or the following characters: < >
- Your username must be less than 100 characters.

Password guidelines

- The password must be a minimum of 6 and a maximum of 25 characters.
- Your password may not be the same as your username.
- Your password may not be the same as any of the 2 preceding passwords.
- Your password will be case-sensitive.

Managing Your Account

After creating your account, there's a variety of options to choose from on the Applicant Home Page . You can search for vacant positions, check your submission status, edit your profile, upload your Resume/Curriculum Vitae (CV) , view jobs saved in your job cart, or append to saved applications.

The first step in applying for a position is to upload your Resume/Curriculum Vitae which we'll complete next.



Welcome

[Search openings](#)
View all current job opportunities, or search on specific criteria to find jobs that match your interests.

[Job submission status](#)
Check the status of your job submission.

[Edit your profile](#)
Update your login, contact information, education, and work experience.

[Resume/CV manager](#)
Upload, edit, or delete up to five versions of your resume and cover letter.

[Search agent manager](#)
Create, update, or delete personalized searches to focus on the positions that interest you most.

[Job cart](#)
View or submit your resume to jobs you previously saved.

[Saved drafts](#)
Did you save an application to complete for later? From here you may complete any drafts that you have saved.

[Log out](#)

Uploading and Managing Your Resume/Curriculum Vitae

The Resume/Curriculum Vitae (CV) Manager allows you to manage up to 5 versions of your resume and cover letters.

1. To upload your Resume/Curriculum Vitae, select the 'Resume/CV manager' link on your account home page.
2. Select 'Add new resume/CV' button.
3. You have 2 options to add your resume: you can upload an existing resume or build one in the application by selecting the appropriate radio buttons seen here:
4. Type in a name for the resume and hit 'Save'. *The upload process will take a few minutes.*
5. Once uploaded, you will see your resume under the Resume/Curriculum Vitae. You can edit, view, or delete your resume.
6. To add a Cover Letter, select 'Add new cover letter' and copy/paste text from an existing letter or type a new letter. Once completed, hit 'Save'. You'll see the cover letter under the Resume/Curriculum Vitae complete and you manage it the same way you do your resume.

Add resume/CV

To add an existing resume, either upload it by clicking the Browse button, or paste it into the space provided. If you do not have a resume, you can build one.

[Save](#) [Cancel](#)

Choose one of the methods below to submit your resume. If you don't have a resume, you may [click here to create a profile](#) with your contact information, experience and education.

☒ Upload my resume from my computer

File to upload: [Browse...](#)

☐ Enter my resume by typing or copying it in

Name this resume/CV: [RealResume™](#)
(Maximum file size: 3 MB)

[Save](#) [Cancel](#)

Applying for a Position

From the main home, search for a opening. Once you've selected a position to apply for, select 'Apply Now' on the position description page.

The following screen will appear giving specific instructions to the application process:

Job details

Job 1 of 1

[Apply Now](#) [Send to friend](#) [Save to cart](#) [View similar jobs](#)

Job title SCIENTIST 3 - HYDROGEOLOGIST
Auto req ID 17BR
Location WPB Adm Headquarters (B1)
Job Description Practitioner-level Scientist position that performs a wider range of more developed

17BR SCIENTIST 3 - HYDROGEOLOGIST WPB Adm Headquarters (B1)

Welcome Contact Profile Additional Information EEO Information Attachments Submit Confirmation

Application

Completion of the online application is required in order to be considered for employment with the South Florida Water Management District. The South Florida Water Management District is an Equal Opportunity Employer.

The time it usually takes to complete the online application is 5 to 10 minutes. You may begin the application and return to it at a later time. Please keep in mind that we do not have pre-set closing dates on positions, therefore, it may be closed at any time.

You may keep track of where you are in completing the application by looking at the progress meter which appears at the top of the questionnaire.

[Previous](#) [Clear](#) [Close](#) [Save as draft](#) [Next](#)

Once reviewed, select 'Next'.

The next screen will ask whether you accept the District's Data Privacy policy. If you do not accept, the application process will discontinue as it is a required component in applying for a job at the district. If you accept, the next screen will allow you to input your profile information and upload your resume or use a resume you already uploaded into your profile account. You can preview the resume and when ready, hit 'Next'.

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Candidate Profile

You are completing this online application for the following position : . By completing this application you may be considered for South Florida Water Management District positions that match your skills. A resume or CV is not required in order to be considered for this position.

Resume/CV

Choose one of the methods below to submit your resume/CV.

☒ Use a resume/CV from my profile
☐ Upload my resume/CV from my computer

Select the resume/CV you'd like to use:
 My Resume [Preview](#)

[Previous](#) [Clear](#) [Close](#) [Save as draft](#) [Next](#)

Applying for a Position, continued

When you upload your resume Resume/ Curriculum Vitae, a character recognition program assists you in filling in most of the application fields. We do recommend you review all the fields to ensure 100% accuracy. **If some of your information is not detected, you will have to insert it into the fields.**

1. Fill out the required fields if not already filled, review for accuracy and hit 'Next'.
2. On the Candidate Profile, your work experience information and education will be populated from the resume you uploaded. Make any necessary changes by selecting 'edit' next to the field. Select the 'most recent' employment radio button and 'most recent' education radio button. Select the appropriate education radio button and hit 'Next'.
3. Answer the next question asking whether you are currently an employee at the District.

Internal Candidate Questions: If you are an employee of the District and have been in your current position less than six months, you are not eligible to apply and your application will not be processed. If you are currently on a Performance Improvement Plan, you will not be eligible to ap-

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Candidate Profile

If provided, the following data has been extracted from your Resume/CV where possible. Please review and amend accordingly. Fields with an asterisk * are required.

Work Experience

Position or job title	Organization name	Start year	End year	Most recent	Actions
QUALITY ASSURANCE TESTER	SFWM IT	2006	2008	<input checked="" type="radio"/>	Edit Delete
TECH SUPPORT	SFWM REGULATION	1999	2006	<input type="radio"/>	Edit Delete
ADMINISTRATIVE ASSISTANT	SFWM ECOSYSTEM REST	1997	1999	<input type="radio"/>	Edit Delete
SECRETARY	DEPARTMENT OF HEALTH	1995	1997	<input type="radio"/>	Edit Delete
ASSISTANT SECRETARY	JAMES E WEBER P A	1992	1995	<input type="radio"/>	Edit Delete

The maximum limit (5) has been reached. You may edit or delete an existing work experience entry to continue.

Education

*Please select one of the following: ☒ HS Diploma ☐ GED ☐ I do not have a high school diploma or GED

School or Educational institution	Major or Area of study	Degree	GPA	Grad year	Most recent	Actions
PALM BEACH COMMUNITY COLLEGE	BUSINESS INFORMATION SYSTEMS	ASSOCIATES		1999	<input checked="" type="radio"/>	Edit Delete
		N/A			<input type="radio"/>	Add Clear

Previous Clear Close Save as draft **Next**

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Candidate Profile

*Are you currently on a Performance Improvement Plan?

☐ Yes ☒ No

Any time it is determined that an employee is not meeting the performance expectations of his/her job, the employee may be given a Performance Improvement Plan and an opportunity to demonstrate acceptable performance.

Previous Clear Close Save as draft **Next**

Applying for a Position—External Candidate, continued

External Candidate Questions:

1. You will be asked how you heard about the available position and whether you are claiming Veteran's Preference. Select the appropriate answers and hit 'Next'.
2. Next, fill out additional information regarding your previous employment. Provide the company name, supervisor, contact number, your salary, and reason for leaving and whether or not we may contact that employer. Complete this for each employer listed on your resume and hit 'Next'.
3. Answer the 'Additional Information' questions regarding your legal background and whether you have ever been convicted of a crime.
4. Next, answer the questions to determine your eligibility to work in the United States, your driver's license, your minimum salary requirements, and your reason for leaving your current employer
5. Next, answer which professional certifications and/or licenses you may hold and identify which ones they are from the list provided. If they are not listed, select 'other' and type in the name and hit 'Next'.

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 ☐ Submit
 ☐ Confirmation

Additional Information

How did you hear about this opportunity?

If you were referred by a current District employee, please indicate their name:

If Other, please specify:

Are you claiming Veterans' Preference?
☐ Yes ☐ No

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Additional Information

Please provide information regarding your previous employers.

Company Name

Previous Supervisor Contact Number May we contact? ☐ Yes ☐ No

Salary Reason for leaving

Additional Information

*Have you ever been convicted of a crime, including but not limited to criminal traffic infractions?
☐ Yes ☐ No

*Have you ever plead nolo contendere (no contest) or pled guilty to a crime?
☐ Yes ☐ No

*Have you ever had adjudication of guilt withheld for a crime?
☐ Yes ☐ No

*Have you ever been a defendant in a civil action?
☐ Yes ☐ No

If you answered yes to any of the above four questions, provide the Case Numbers, Dates of Action, Disposition, Place of Occurance and Current Status.

Applying for a Position, continued

All candidates will be asked to complete the optional EEO questions. If you do not wish to self-disclose, please select from the option provided and hit 'Next'.

Next, upload any attachments you wish to include with your application. Browse for the file on your computer and hit 'Upload'. Once complete select 'Next'.

Finally, if your application is complete, select 'Submit'. A confirmation message will display and you will receive an email notification notifying receipt of your application.

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☒ Welcome
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 ☐ Attachments
 ☐ Submit
 ☐ Confirmation

EEO


In conjunction with the South Florida Water Management District's business process you are requested to answer the following questions with regard to demographic information.

Completion of this form is totally VOLUNTARY and any information provided to us will remain separate from your application and WILL NOT be seen by anyone connected with the South Florida Water Management District's hiring process or be used in connection with your application in any way.

If you choose not to complete this form, you will not be subject to any adverse consequences.

***What is your gender?**

☐ Female
☐ Male
☐ I do not wish to self-disclose

***What is your ethnicity?** 

Tracking your Job Submission Status

On the main screen, you are able to track the submission of any District positions you applied for by selecting 'Job Submission Status'.

You will see an HR Status which will identify where you are in the process. Once your application has been accepted by Human Resources (HR), you will have the ability to withdraw or re-activate your application.

☒ Home
 ☐ Job submission status
 [? Help](#)

Job submission status

Job submission date	Job requisition ID	Job title	HR status	Withdraw/re-activate
18-Dec-2008	17BR	SCIENTIST 3 - HYDROGEOLOGIST	<input type="text"/>	<input type="button" value="Withdraw"/>

Other Helpful Tips

Job Cart

If you are interested in a position but want to review or apply for it later, you can add it to the 'Job Cart'. You can view all the positions added to your Job Cart by selecting "Job Cart". Note if a posting for a position is closed while the job is in your Job Cart, it will disappear from your Job Cart.

Saved Drafts

To resume applying for a position you saved as draft, select 'Saved Drafts' to continue processing.

Search Agent Manager

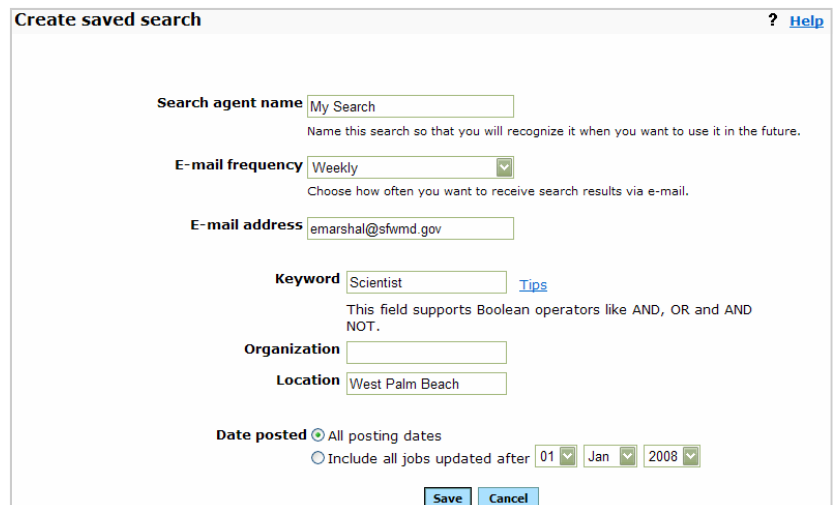
Search agent manager allows you to save search criteria you frequently use. It will send email notifications to you if a position becomes available that meets your search criteria.

1. To create a new search agent, select "Search Agent Manager" from the main page.
2. Select 'Create new search agent' from the search manager page.
3. Fill out the form seen here and hit 'Save'.
4. Your search is now added to the Search Agent Manager where you can manage



Welcome, Elizabeth Marshall!

- [Search openings](#)
View all current job opportunities, or search on specific criteria to find jobs that match your interests.
- [Job submission status](#)
Check the status of your job submission.
- [Edit your profile](#)
Update your login, contact information, education, and work experience.
- [Resume/CV manager](#)
Upload, edit, or delete up to five versions of your resume and cover letter.
- [Search agent manager](#)
Create, update, or delete personalized searches to focus on the positions that interest you most.
- [Job cart](#)
View or submit your resume to jobs you previously saved.
- [Saved drafts](#)
Did you save an application to complete for later? From here you may complete any drafts that you have saved.
- [Log out](#)



Create saved search [? Help](#)

Search agent name
Name this search so that you will recognize it when you want to use it in the future.

E-mail frequency
Choose how often you want to receive search results via e-mail.

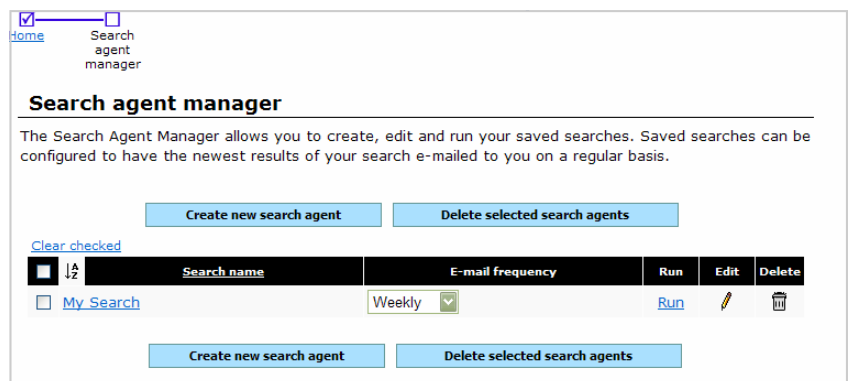
E-mail address

Keyword [Tips](#)
This field supports Boolean operators like AND, OR and AND NOT.

Organization

Location

Date posted ☒ All posting dates
☐ Include all jobs updated after



[home](#) [Search agent manager](#)

Search agent manager

The Search Agent Manager allows you to create, edit and run your saved searches. Saved searches can be configured to have the newest results of your search e-mailed to you on a regular basis.

[Clear checked](#)

<input type="checkbox"/>		Search name	E-mail frequency	Run	Edit	Delete
<input type="checkbox"/>		My Search	Weekly	Run		